The Department of Curriculum and Instruction

C&I PPS 03.01

Travel Policy

Developed: Fall 2018

Review Cycle: Every three years

Reviewer: C&I Voting Faculty

**Purpose**

1. The Department is committed to encouraging faculty travel for enhancing research and scholarly activity and professional development.
2. The purpose of this document is to provide general guidelines for the distribution of departmental travel funds among the faculty within the Department.
3. This policy applies to full-time tenured faculty, tenure-track faculty, senior lecturers, and lecturers employed within the Department.
4. Travel funding will be based on the annual travel budget and the supplemental travel funds provided by the Provost.

**Application Procedures**

1. Two months before the date of travel, faculty should submit the Department Travel Request Form (ONLINE) for each conference to be attended.
2. Faculty may apply for reimbursement of airfare, ground transportation (e.g., auto mileage, cab fare, car rental, parking), lodging, per diem expenses, and conference registration. The Department does not pay for membership dues.
3. Faculty applicants must itemize the following expenses on their forms: airfares, ground transportation, lodging, per diem expenses, and conference registration. Although the estimates may not be absolutely accurate, applicants must use, when applicable, the current figures provided by the Texas State Travel Office at the following web address: http://www.txstate.edu/gao/ap/travel/
4. Improperly completed application forms will be returned to the faculty member for corrections.

**Review Process and Distribution of Funds**

1. The Department Chair will distribute travel funds according to the following criteria (listed in order of priority):
   1. Faculty who have conference proposals accepted by peer-review.
   2. Faculty who are participating in a conference serving as:
      1. Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference;
      2. Discussants in academic presentation sessions;
      3. Invited presenters for panel or paper sessions; or
      4. Chairs of academic paper presentation sessions.
   3. Chairs of a SIG or committee.
2. Should travel funds be available, funding requests made by faculty members for travel to conferences for purposes other than those stated in item 9 may be considered. In those cases, faculty should provide in their request form a compelling reason for their attendance.
3. Should supplemental travel funds be available, the Department Chair may increase funding for those faculty whose peer-reviewed conference proposals have been accepted for presentation.

**Certification Statement**

This C&I PPS has been approved by the reviewers listed below and represents the C&I policy and procedure from the date of the document until superseded.

Voting Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Date:   \_\_\_\_\_\_\_\_\_\_

Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                         Date:   \_\_\_\_\_\_\_\_\_\_

                   Chair